

Leaving school form for parents

If leaving this school, please complete this form as fully as possible and return it to the school office.

Why you must complete this form:

Your child's current school is expected to transfer information to the new school.

- The School and Local Authority have a duty to track your child into their new education provision.
- If you fail to provide details to the school your child will be referred to the Local Authority's Children Missing Education Officer and further checks will be carried out to determine your child's new educational provision, which may include contacting Social Services and the Police.

These checks are undertaken in the interest of safeguarding and to ensure every child is receiving a suitable education as is legally required by the Education Act 1996.

Date of pupil/s last day at this school

Pupil details

Pupils full name	Date of birth	Does pupil have an EHCP?*		Does pupil have a social worker?*	
Enter text.	Enter text.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Enter text.	Enter text.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Enter text.	Enter text.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Enter text.	Enter text.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

*If your child has an EHCP this form will be shared with the SENAS team. If, after moving away from Ealing, your child returns to the borough, please ensure you contact the SENAS team to let them know. If your child has a social worker they will be informed of their withdrawal from this school.

Contact details of parent/carer with whom child will be living

Name:	Enter text.
Current address:	Enter text.
Telephone number:	Enter text.
Email:	Enter text.

If your child will not be living with a parent/guardian, please give details of the person who will be responsible for their care below. Please also check the link below to see whether this qualifies as a [Private Fostering arrangement](#) that must be registered with Ealing:

Name of person who will be caring for your child/ren:	Enter text.
Relationship to you:	Enter text.
Address:	Enter text.
Telephone number	Enter text.
Email address	Enter text.

Details of new address and school – must be completed

New address details

If you are moving out of the UK, please bring in a copy of your travel documents

Full address including postcode	Enter text.
Country	Enter text.

Date child is leaving the UK	Enter text.
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New school details

If you have applied for or accepted a new school place in your new area, if you are not sure of the details yet, you must let school know as soon as possible

New school name	Enter text.
Full address including postcode	Enter text.
Telephone	Enter text.
Email	Enter text.

School application details

If you have not yet been allocated a new school place for your child, please fill in these details.

School, borough or county council application was submitted to:	Enter text.
Date application was submitted:	Enter text.

If you are removing your child to electively home educate them you should inform the school in writing.

School age siblings of this child who are moving with you but do not attend this school

Please ensure you have also filled in a leaving school form for them at the school they attend.

Name	Date of birth	School attended
Enter text.	Enter text.	Enter text.
Enter text.	Enter text.	Enter text.
Enter text.	Enter text.	Enter text.
Enter text.	Enter text.	Enter text.

Please provide any other information if appropriate. Please use an extra sheet if needed.

Extra contact details- please complete

We will only contact them if we need information and cannot contact you about your child's new school. Please choose a friend or relative who you will be staying in touch with and is contactable.

Friend/relative name	Enter text.
Relationship to you	Enter text.
Telephone number/s	Enter text.
Email:	Enter text.

I confirm that the information supplied on this form is accurate to the best of my knowledge:

Parent name	Enter text.
Signature	Enter text.
Date	Enter text.

Please be aware that any child who leaves school without providing details of their new school place, or other suitable, full time education provision, will be referred to the children missing education officer at the local authority.

School use only

When checking this form please consider the following points:

- Are all members of the family moving? If not, are both parents/carers in agreement regarding the move?
- Are the family leaving the UK? Have they provided travel documents to evidence this?

Date form returned to school: Enter text.

Checked by (member of SLT): Enter text. **on** Enter text.

Referral checklist

	Who does this need to be sent for?	Does this apply to this pupil? (Y/N)	Date sent	Sent to
Off roll confirmation letter to parent	All pupils			
Advise Elective Home Education team	Pupils being withdrawn to be home educated			
Advise Social Worker	Any pupil who has a Social Worker			
Advise Head of Virtual School	Looked After Children			
SEN team (EHCCo)	Pupils who have an EHCP			
Referral to Private Fostering team in ECIRS	Pupils who will be living in a private fostering arrangement (see information above)			
Referral to CME See Children missing education (CME) Ealing Grid for Learning (egfl.org.uk) for full guidance	Any pupil for whom you are still missing any of the following information ten school days from last attendance: <ul style="list-style-type: none"> • Details of parent pupil will be living with • New address (if moving) • New school details • Confirmation pupil has been admitted to new school 			

File checklist

Please remember that all files are confidential. If they are being sent via post it must be via a signed for/tracked delivery service.

File Type	N/A	Date sent	Sent to	Receipt received
CTF				
General physical files				
SEND files				
Safeguarding/CP files				